

Episcopal Church of the Good Shepherd Coordinator of Operations and Parish Life

Full-time, salary (exempt), medical and pension benefits provided

Reports To: Senior Associate Rector

Job Description:

- Parish Registrar
 - Database Ownership – oversee, complete, ensure accuracy, as well as set up periodic reviews for updates and accuracy checks of the data and delegate data entry;
 - Maintain up-to-date accurate attendance records and parish records as they occur (such as baptisms, funerals, service records, membership transfers, etc.)
- Worship Coordinator
 - Coordinate with Senior Associate for Liturgy and Formation to provide liturgical volunteer coordination and support for Sunday and special worship services (using Ministry Scheduler Pro), finalize bulletin printing for Sunday services, clergy on-call scheduling and system management, and support Sunday worship setup
 - Ministry Scheduler Pro – maintain accurate records and be the point of contact for parishioners, including updating the subscription as needed and other support for the system
- Office Administrative Support
 - Provide admin office management, including but not limited to, front desk coverage, office machinery maintenance, telephone messaging, and liaison support to outsourced IT provider
 - Liaison between Rector and various congregational partners such as the Bishop's Office, the Vestry, the Vestry Executive Committee, and others as named by the Rector.
 - Assist with parish-wide event planning and production as needed
 - Supports the Rector's appointment calendar with meetings, conferences, expenses, and parish-wide activities.
 - Assist the Rector and other clergy with meeting preparations through the production of documents, handouts, reports, meals, reminders, etc.
 - Arrange and reserve all ministry-related travel plans and preparations for engagements.
 - Supports strategic and tactical planning to maximize the efficiency and effectiveness of parish operations, including emergency response planning and documentation
 - Assist the Senior Associate Rector in completing the yearly Parochial Report and other diocesan reporting functions as needed.
 - Point of contact for baptism scheduling with parishioners, including form collection, baptism certificate/Godparent certificate creation, and working with families the week of baptisms on final details.
 - Manage the columbarium (record-keeping, reservations, stone/plaque production and installation) and serve as the contact and liaison for parish and staff.
 - Provide backup support for the finance department, including stewardship, collections counting, invoice support, etc. as needed.

Competencies:

- Proficiency in Microsoft Office Suite (high proficiency in Word and Excel)
- Familiar/proficient with ACS church software
- Primary contact of Ministry Scheduler Pro, JotForm, Constant Contact, Day Off, Sign Up Genius, Wufoo, Vonage, and other ministry tools as designated.
- Excellent communication and organizational skills

Work Environment:

- The job operates in a professional office environment which routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands:

- The employee is required to sit, climb, or balance, stoop, or kneel. The employee must be able to lift up to 10 pounds (occasionally 25 pounds). Specific vision abilities required by this job include close/distance vision, color vision, depth perception, and ability to adjust focus

Hours and Attendance:

- Full time approximately 40 hours per week, Monday-Friday 9am-5pm with flexibility to meet occasional commitments outside of the customary workday.
- Time away from job responsibilities requires prior approval from Supervisor. Record all absences in Day Off and FMX. In the case of emergency/unplanned absences, notify supervisor of absence.
- The work for this position is best completed in the office. Working remotely is only possible with prior supervisor approval.

At-Will Employment:

- Your employment with the Episcopal Church of the Good Shepherd is a voluntary one and subject to termination at will, with or without cause, and with or without notice, at any time. Nothing in the employment policies, job description, or offer of employment shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of The Episcopal Church of the Good Shepherd employees.
- This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the Rector or Vestry, whichever is applicable.

Other Duties:

- Duties, responsibilities, and activities may change at any time with or without notice

Signatures:

Manager/Supervisor _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____